

**TRAINING PROGRAM OF INSTRUCTION (TPI)
FOR
DINFOS-JIPAC**

Joint Intermediate Public Affairs Course



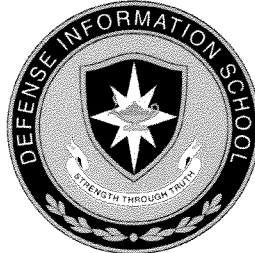
Approved by:

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Approved 22 MAY 2008

Commandant Defense Information School

Supersedes JIPAC TPI Dated: 21 Nov 2006



TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): DINFOS-JIPAC

TITLE: Joint Intermediate Public Affairs Course

TRAINING LOCATION: Defense Information School, Fort George G. Meade, Maryland

SPECIALTY AWARDED: NONE

PURPOSE: Intermediate education and training to prepare public affairs practitioners to perform effectively across the spectrum of PA operations.

COURSE DESCRIPTION: The JIPAC provides the knowledge and skills needed to perform the duties of a public affairs practitioner at the operational level. The scope of this training includes classroom discussion, guest speakers, and field trips.

PREREQUISITES:

ARMY-	Rank/grade: 0-4 & above, GS-11 to GS-14 Previous ed/tng: PAOQC / PAOQC-ADL Secret clearance
NAVY-	Rank/grade: 0-3 to 0-5 / GS-11 to GS-14. Previous ed/tng: PAOQC / PAOQC-ADL 5 years experience in PA for civilians Security clearance: Secret Physical: recommended deployable for civilians and deployable for military
MARINE CORPS-	Senior 0-3 to 0-4; Civilian GS-11 and above Previous ed/tng: PAOQC / PAOQC-ADL Secret clearance
AIR FORCE-	Deployable O-3 to O-5; PAOQC graduate w/3-4 years PA Civilian GS-11 to GS-14 experience and IWAC training; TS clearance recommended but not required
COAST GUARD-	W-2 to O-4 Civilian GS-11 to GS-14

INTERAGENCY- Grade, duty position description, and selection in accordance with specific agency guidance, policy, and procedures.

INTERNATIONAL STUDENTS: International students attending this course must have an English Comprehension Level (ECL) of 85, obtain a 2+/2+ on the Oral Proficiency Interview (OPI), and possess basic typing skills. Students requesting enrollment must be O-4s or senior O-3s and graduates of the DINFOS PAQC/DINFOS PAOQC or AFIS PAOC, with a minimum of one year experience as a PAO. Students must have a solid understanding of English language usage, grammar and syntax.

FUNCTIONAL AREA 1 Overview

PUBLIC AFFAIRS PLANNING

TPFN: DINFOS-JIPAC-001

UNIT (S):

001- Public affairs planning at the operational level

TERMINAL TRAINING OUTCOME: The instruction and training throughout this functional area provides the student with the skills necessary to insert the PAO and its assets into the fundamental planning and preparation for joint commanders in an operational environment. Upon completion of this functional area, the student will be able to identify the role of PA and how it works with other supporting communication agencies. The student will also be able to prepare the PA input to and execute the operational commander's communication strategy.

TPFN HOURS AND TYPES:

31 L
25 PE
2 EW

TPFN TOTAL HOURS: 58

FUNCTIONAL AREA 2 Overview

COMMUNICATIONS

TPFN: DINFOS-JIPAC-002

UNIT (S):

001 Communication theory

TERMINAL TRAINING OUTCOME: The instruction and training throughout this functional area provides the student with a working knowledge of communication theories and how it can be used in a deployed environment. Upon completion of this functional area, the student will be able to analyze cultural differences and utilize those differences when performing as a PAO in an operational environment.

TPFN HOURS AND TYPES:

12 L

2 PE

TPFN TOTAL HOURS: 14

FUNCTIONAL AREA 3 Overview

RESOURCE MANAGEMENT

TPFN: DINFOS-JIPAC-003

UNIT (S):

001 Managing PA Resources

TERMINAL TRAINING OUTCOME: The instruction and training throughout this functional area provides the student with an expanded view of how PA capabilities are requested and sourced. Students will also learn the Joint Manning Document (JMD), the process for creating it and how it is approved. Upon completion of this functional area, the student will be able to explain the primary principles of the Program Plan Budget Execution (PPBE), the Request For Forces (RFF), Staff Augmentation (SA), and Individual Augmentation (IA) processes and how they are used for capability sourcing.

TPFN HOURS AND TYPES:

6 L

TPFN TOTAL HOURS: 6

FUNCTIONAL AREA 4 Overview

MEDIA OPERATIONS

TPFN: DINFOS-JIPAC-004

UNIT (S):

001 Dealing with the media in an operational environment

TERMINAL TRAINING OUTCOME: The instruction and training throughout this functional area provides the student with the skills necessary to manage various aspects of the media in an operational environment. The student will develop communication plans that deal with gathering and distributing VI products while utilizing the latest technology. Upon completion of this functional area, the student will be able to execute media embed operations, present an issue brief using proper techniques for addressing inaccurate reporting, prepare a public affairs estimate, discuss the impact of new technology on PA, utilize VI assets, and develop a Measure of Effectiveness (MOE) to direct and drive communication strategies.

TPFN HOURS AND TYPES:

25 L

4 PE

TPFN TOTAL HOURS: 29

FUNCTIONAL AREA 5 Overview

OPERATIONAL PUBLIC AFFAIRS

TPFN: DINFOS-JIPAC-005

UNIT (S):

001- The role of the PAO in an operational environment

TERMINAL TRAINING OUTCOME: The instruction and training throughout this functional area prepares the PA practitioner for the ethical and constitutional issues of working in an operational environment while working within a joint task force. Upon completion of this functional area, the student will be able to recognize and explain the ethical and constitutional challenges of working in a joint environment with DOD and non-DOD agencies.

TPFN HOURS AND TYPES:

21 L
2 EW
7 PE

TPFN TOTAL HOURS: 30

FUNCTIONAL AREA 6
COURSE ADMINISTRATION

TPFN: DINFOS-007

UNIT TITLE: Course administration

TPFN HOURS AND TYPE: 15 AD

TPFN TOTAL HOURS: 15

TASK (S):

- 001 In-processing.
- 002 Course Critique
- 003 Out-processing.

SUMMARY OF ACTIVITIES: Self-explanatory

REFERENCES: DINFOS policy and procedures manual

INSTRUCTOR/STUDENT RATIO: N/A

SAFETY FACTORS: N/A